



**STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085**

NGWV-HRO-Z

5 December 2017

MEMORANDUM FOR All West Virginia National Guard Fulltime Personnel

SUBJECT: Use of Standard Form (SF) 182 and Instructions for Requesting Training for Fulltime Personnel

1. References:

a. United States Office of Personnel Management (OPM), Guide for Collection and Management of Training Information, August 2008.

b. Technician Personnel Regulation (TPR) 400, The Technician Human Resources Development Program, September 2007.

c. United States Office of Personnel Management Memo, Subject: New Standard Form (SF) 182, Authorization, Agreement and Certification of Training, July 2007.

2. This memorandum provides guidance on the use of SF 182, Authorization, Agreement, and Certification of Training, December 2006 and instructions for technician and AGR personnel on requesting training.

3. SF 182 replaces the use of the DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement in accordance with reference c. SF 182 is an OPM form used for civilian training requirements. SF 182 is the user interface to capture the OPM Enterprise Human Resource Integration reporting Data. Only OPM has jurisdiction over civilian training, therefore military entities should not use this form.

4. SF 182 or equivalent form is authorized for use to obligate funds, contract for training, and certify payment of approved training expenses for a single training event, program or instructional service that does not exceed the simplified acquisition process dollar limit of \$25,000.

a. The Human Resource Office (HRO) Human Resource Development (HRD) Specialist holds the only Government Purchase Card (GPC) authorized to make training purchases, not to exceed \$25,000 per training event.

b. Under no circumstances will payment for training events exceeding \$25,000 be split into multiple purchases in order to stay below the \$25,000 limit.

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c. USPFO contracting personnel must certify training events exceeding the limit of \$25,000 established by Federal Acquisition Regulations (FAR). SF 182 cannot be used to hire instructors, pay for supplies or training facilities.

5. SF 182 will be used for any training event through a Government or a Non-Government agency. SF 182 must be completed prior to any training event and submitted to the HRD Specialist for approval.

6. Requesting Training Procedures. Any Technician or AGR personnel requesting training will submit any training requests through the HRD Specialist for approval, tracking, and input into the Defense Civilian Personnel Data System (DCPDS).

a. Technicians:

i. Will attend training in a technician status for all ATRRS courses that travel is centrally funded by National Guard Professional Education Center (NGPEC) (see Enclosure 1). ATRRS course requests must be submitted to the HRD Specialist at the time the training need is identified.

ii. Will submit a SF 182 to the HRD Specialist a minimum of 10 days prior to any training event. Failure to submit a SF 182 to the HRD Specialist in a timely manner may result in disapproval of training.

iii. Direct and indirect costs must be documented, even if no costs are incurred. Direct costs include training tuition, fees, books and material costs. Indirect cost include training travel cost, training per diem and total cost.

b. AGRs:

i. Will submit an ATRRS School application for any ATRRS quota source training to the HRD Specialist at the time the training need is identified. Failure to submit an ATRRS application in a timely manner may result in the lack of a quota source for a reservation.

ii. AGRs will submit a DD Form 1556 to document training requirements when it must be entered into DCPDS or when using the training GPC to register AGR personnel for training, other than trainings offered through ATRRS. The funds for payment of AGR personnel are provided by a 2060 AGR account and do not come from the Technician Training account.

c. For AGR and Technician travel to a NGPEC centrally funded ATRRS course, NGPEC

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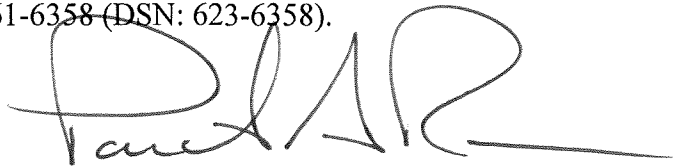
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will load a Defense Travel System (DTS) Line of Accounting (LOA) to the students DTS account under the Cross Org tab approximately 30 days prior to the start date of training (see Enclosure 2).

d. Within 10 days of completion of training, all personnel will provide the HRD Specialist with their training certificate for the HRD Specialist to input into DCPDS.

7. Please refer questions or requests for more information to MAJ Bridget M. Saunders at bridget.m.saunders.mil@mail.mil or (304) 561-6358 (DSN: 623-6358).

A handwritten signature in black ink, appearing to read "Patrick A. Reese", with a long horizontal stroke extending to the right.

Encls

1. Memo, ARNG-PEC-OT, 17 September 2015
2. Memo, ARNG-PEC-OT, 06 July 2015

PATRICK A. REESE
LTC, AR, WVARNG
Human Resource Officer



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-TR

JUL 06 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Mandatory Course List

1. Reference. Memorandum, NGB, ARNG-HRZ, 21 May 2013, subject: Professional Education Center (PEC) FY 13 and FY 14 Centrally-Funded, Full-Time Manning Training (PPOM #13-021).
2. The enclosure (TAB D) outlines the complete list of centrally-funded courses for full-time manning (FTM) personnel as of 07 May 15.
3. Centrally-funded courses increase efficiency and enhance unit readiness. Therefore, the courses are mandatory for all AGR personnel who are assigned to the table of distribution and allowances positions included in the list (see enclosure). Formal training at the Professional Education Center (PEC) ensures that personnel receive standardized and current vocational training, as well as timely procedural and policy guidance to enhance unit and individual readiness.
4. Supervisors of military technicians are highly encouraged to use these courses as part of their employee development plans, subject to funding and course availability.
5. Commands will schedule personnel to attend the appropriate courses associated with their respective FTM positions.
 - a. Federally-funded FTM personnel should be scheduled for training at PEC within the first 6 months of their employment. Unless there are extenuating circumstances, all new AGR personnel must complete their NGB-prescribed courses at PEC within the first year of their employment, or they risk reassignment or termination. Human resources officers (HROs) should include a statement in their AGR vacancy announcements explaining that mandatory FTM training is required as a condition of employment.
 - b. Each State and Territory, and the District of Columbia, should develop a plan to schedule formal training at PEC for all FTM employees who have not already completed the courses required for their current positions. New hires are always the priority when scheduling training at PEC.
6. The PEC will centrally manage travel funds for AGRs and technicians attending FTM courses. The funding memorandum that PEC publishes annually will provide funding

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SUBJECT: ARNG Mandatory Course List


information and travel order information to HROs, Plans, Operations, and Training officers.

7. This FTM training policy memorandum has been coordinated with the NGB Office of Technician Personnel (NGB-J1-TN), ARNG staff, and PEC staff. It supersedes policy memorandum NGB, ARNG-HRZ, 21 May 13, subject: Professional Education Center (PEC) FY 13 and FY 14 Centrally-Funded, Full-Time Manning Training (PPOM #13-021). This policy memorandum will remain in effect until rescinded or superseded.

8. The point of contact is COL Anthony Adrian, Chief, Training Division, at DSN 327-7311, 703-607-7311, or anthony.h.adrian.mil@mail.mil.

Encls

1. ARNG Mandatory Course List
2. FTS Positions


TIMOTHY J. KADAVY
Lieutenant General, GS
Director, Army National Guard

DISTRIBUTION:

Each State TAG
Each State J3/G3
Each State HRO
Each State EDS
State Quota Managers
Commandant, NGB-PEC
AR NG-TR
NGB-J1-TNB
NGB-J1-TNS

Full-Time Support (FTS) Positions as of 7 May 2015:

- a. ARNG Basic Human Resources & Admin Course, 922-7C-F71/500-F71 (HRR-011) (Basic S1 personnel).
- b. ARNG Unit Readiness NCO Course, 922-7C-F59/500-F58 (Readiness NCO).
- c. ARNG Unit Training NCO Course, 922-7C-F57/500-F56 (Training NCO).
- d. ARNG Training Officer/Operations NCO Course, 922-7C-F67/500-F66 (Training Officer/Operations NCO).
- e. ARNG Medical Readiness NCO Course, 922-7C-F56/500-F55 (MRNCO).
- f. ARNG Mobilization Readiness Course, 922-7C-F55/500-F54 (Full-time Unit Support, Unit Movement Officers and NCOs)
- g. ARNG NetUSR Readiness Reporting, HRR-USR (922-7C-F72/500-F72), (Readiness NCO)
- h. National Guard Domestic Operations Personnel Action Officer, 964-ARNG-NG1-0001, ARNG only
- i. National Guard Domestic Operations Personnel Senior Leader, 964-ARNG-NG1-0002, ARNG only (J1/Dep. J1)
- j. ARNG Education Services Course, 922-7C-F64/500-F63 (Education Services Officers)
- k. ARNG GI Bill Manager Course, 922-7C-F65/500-F64 (GI Bill Manager)
- l. ARNG Incentive Manager Course, 922-7C-F66/500-F65 (Incentive Manager)
- m. ARNG G1 Full Time Human Resources Staff Course, HRR-FTHRSC
- n. ARNG Property Book Accounting Supply Course, LTC-001 (Property Book Officer).
- o. ARNG Food Operations Management Course, LTC-006 (Food Service Personnel, Supply Sergeant).
- p. ARNG FMS TAMMS and Readiness Course, LTC-018 (FMS Production Control).
- q. ARNG Battalion Supply Course, LTC-019 (BDE/BN Supply Sergeant).
- r. ARNG Unit Supply Personnel Course, LTC-027 (Unit Supply Sergeant).

- s. ARNG Support Maintenance Shop (SMS) – Inspection Course, 922-7C-F61/500-F60 (Inspectors, Mechanic Inspectors, Supervisor).
- t. ARNG National Defense Movement Operations Course, LTC-073 (Military Traffic Management section or Defense Movement Coordinator section personnel)
- u. Cisco Academy Course, ITTC-001 Phase 1 & 2 (Network Engineers, WAN Managers, Telecom, Firewall Admins).
- v. ARNG Cisco ASA Fundamentals Course, ITTC-003 (Firewall Admins).
- w. ARNG Microsoft Sever Administration Course, 922-4C-F61/531-F76 (System Administrator, IA Analyst).
- x. VMWare Academy Course, ITTC-025 (System Administrator).
- y. ARNG Oracle DBA I Course, ITTC-040 (Database Administrator).
- z. ARNG HP-Unix System Administration Course, ITTC-043 (HP-Unix Administrator).
- aa. ARNG System Center Configuration Manager 2007 Course, ITTC-065 (System Administrator).
- bb. Security+, 7E-F104/531-F57 (CT)(RF) (System Admin, Net Eng, IA personnel, Help Desk, COMSEC, MI, SASMO, Tactical Signal Spt).
- cc. Network + (IA Level I), 922-4C-F62/531-F77 (Sys Admin, Net Eng).
- dd. CISSP Review Course, 7E-F103/531-F56 (CT)(RF) (State IAMs, IAM level 2 or 3 determined by ACTCS).
- ee. ARNG A+ Certification, 922-4C-F63/531-F78 (Help Desk Technicians).
- ff. Certified Ethical Hacker (CEH) Course, ITTC-082 (CND team members).
- gg. Standardized Comsec Custodian Course, 4C-F22/160-F23 (ITTC-SCCC) (Comsec Acct Manager, primary and alternate).
- hh. ARNG Organizational Group Facilitation Course, 922-7C-F52/500-F50 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).
- ii. ARNG Strategic Planning and Management Course, 922-7C-F53/500-F52 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).

- jj. ARNG Organizational Performance Examiner Course, ORTC-201 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).
- kk. ARNG Organizational Self-Assessment Course, 922-7C-F54/500-F53 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).
- ll. USPFO Accounting(Phase I) Course, ACCTG-101 (New Accounting personnel).
- mm. USPFO Accounting (Phase II) Course, ACCTG-102 (Accounting Personnel with 6-18 months experience).
- nn. USPFO Staff Accountant Course, ACCTG-202 (Staff Accountant).
- oo. USPFO Accounting Officer Course, ACCTG-301 (Supervisory Operating Accountant and Staff Accountant).
- pp. USPFO Inactive Duty Training (IDT) Funds Management, IDTFM-101 (IDT Funds Manager).
- qq. USPFO Budget Officers Course, NGBO-201 (USPFO Budget Officer, Deputy Financial Manager).
- rr. ARNG DTS Organizational Defense Travel Administrator, NGDTS-101 (Organizational DTA).
- ss. ARNG DTS Lead Defense Travel Administrator Course, NGDTS-102 (Lead DTA).
- tt. USPFO Financial Managers Course, NGFM-301 (Financial Manager, Deputy Financial Manager).
- uu. ARNG Activity Managers/Budget Analyst Course, NGRM-102 (Program Managers, Activity Managers, AFCOS Level 5 Approving Official).
- vv. ARNG Fiscal Law Course, NGRMFL-101 (All personnel certifying Federal Funds. Note for USF&FO personnel attendance at a Fiscal Law course is required, the requirement may be satisfied with completion of the Fiscal Law Course at PEC or any other institution training personnel on the same course material)
- ww. USPFO Beginner Government Travel Charge Card Agency Program Coordinator, NGTVL-101 (Government Travel Card Agency Program Coordinator).
- xx. USPFO Supervisory Financial Technician Course, SFINT-201 Financial Services and Supervisory Financial Technicians in the USPFO).



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ARNG-PEC-OT

17 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

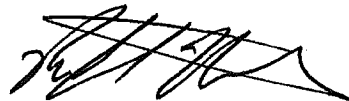
SUBJECT: National Guard Professional Education Center (NGPEC) Centrally Managed Student Travel FY 2016

1. Reference Memorandum, NGB, ARNG-TR, 06 July 15, subject: Army National Guard (ARNG) Mandatory Course List. Joint Travel Regulations, appendix D, 01OCT2015.
2. Travel funds for ARNG students attending mandatory courses at NGPEC will be centrally managed by PEC Resource Management Office utilizing the cross organizational function of the Defense Travel System (DTS). A line of accounting (LOA) will be emailed to students having reserved seats in ATRRS thirty days prior to the start date of the class.
3. The list of school code 922/964 courses for which travel funds are centrally managed is attached. See enclosure 2.
4. The following information applies to students training at PEC:
 - a. Government billets are furnished at no cost. Provide a copy of travel authorization to PEC Registration upon check in.
 - b. Students are entitled to full per diem as government meals are not available. Per diem is \$54.00 a day plus \$5.00 incidentals (\$59.00).
 - c. Transportation is provided. Rental cars are not authorized.
5. Students may create their authorization in DTS any time after securing a reservation in ATRRS. Students should type the ATRRS course number and "PEC funded" in the DTS Trip Description block. When DTS approvers see this comment, they should not approve the authorization until the PEC line of accounting has been sent and selected. Students will receive email notification of LOA Cross Org prior to the class start date. Questions on DTS orders should be addressed to your local DTA.

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SUBJECT: National Guard Professional Education Center (NGPEC) Centrally Managed Student Travel FY 2016

6. Questions concerning centrally funded student travel may be directed to the NGPEC Resource Management. Primary POCs are Ms. Mindy Goldstick at (501) 212-4648 or at mindy.s.gold-stick.civ@mail.mil and Mr. Jason Harvey at (501) 212-4892 or at jason.r.harvey12.civ@mail.mil. The alternate POC is Ms. Mary-Beth Moore at (501) 212-4887 or at mary.b.moore40.civ@mail.mil.



RICKY S. UTLEY
LTC, LG
Director, Operations and Training

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1. ARNG Mandatory Course List Memorandum
2. ARNG Mandatory Course List
3. FTS Positions by Course

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